



4 FOOD PACKAGE/DRAFT ISSUANCE

Effective: 3/1/98

4.30 Draft Issuance – Overview

Revised: 3/1/01

POLICY: A food package consisting of WIC drafts is issued at each certification. The WIC food package(s) received by the participant should be tailored to provide the appropriate types and quantity of foods based on the issuance date, status, age, and nutritional needs of the participant.

NOTE: The draft issuance process includes determining the appropriate food package, updating the WIC DAISy system as applicable, providing and documenting secondary education, printing drafts, documenting issuance and next appointments in the identification folder (see Policy 4.50 Identification Folder for more information), and obtaining the participant/proxy signature in the signature log. Refer to Chapter 1 Introduction, Policy 1.5 Overview of Certification Procedures and in the System Manual, Chapter 1 WIC System Overview and Chapter 3 WIC Clinic Flow Example for more information. For information on draft inventory and storage, see Chapter 4 in the System Manual.

PROCEDURE:

A. DRAFT ISSUANCE GUIDELINES

1. A food package must be issued at certification after final eligibility is determined. Exceptions might include: totally breastfed infants not using any formula, a family does not want the formula, etc.
2. Applicants who went through the certification process without proof of income, residency and/or identification, are certified on the date they provide proof, are determined eligible, and are then issued drafts. Exceptions are noted in policies 2.1 and 2.3.
3. The WIC ID Folder is used for identification at recertification and draft pick up. Proof of identity is required for the woman participant and her authorized proxies (if present) as well as for the parent, guardian or proxy who brings in the infant or child. Therefore, if the parent, guardian or proxy is designated on the WIC ID Folder, that is sufficient documentation of identity except for those who completed a “No Proof Statement.” Proof of identity is required for those proxies not listed on the ID Folder.
4. Before issuing drafts, check the comments section of the participant record in DAISy and/or the WIC ID Folder to see if proof of income, residency, and/or identity is needed before additional drafts may be issued.



5. When a project requires proof of pregnancy and the pregnant woman does not bring proof of pregnancy to her certification appointment:
 - a) she must receive benefits when all eligibility criteria are met
 - b) she must be instructed to bring proof of pregnancy within a reasonable amount of time not to exceed 90 days
 - c) recommendations are:
 - (1) approximately 60 days if she is on monthly issuance;
 - (2) approximately 60 days if she is on bimonthly issuance and her next pick-up is in 2 months;
 - (3) no more than 90 days if she receives 2 ½ or 3 packages due to catch-up issuance or tri-monthly issuance and her pick-up is between 60 and 90 days.
 - d) If the woman does not bring in proof of pregnancy as instructed (due to reasons other than not being able to obtain a test without a charge), and her pregnancy is not apparent, benefits must be withheld until she brings in proof of pregnancy or the pregnancy is apparent.
 - e) If the woman cannot obtain a pregnancy test at no charge, the project may not require that she bring in the results of a pregnancy test. Refer to Policy 2.1 Certification Requirements
6. Drafts may only be issued in a valid certification period. There may be situations when drafts are issued close to the end of the certification period. Examples follow:
 - a) To a child at the last scheduled pick-up day before (s)he turns five years old. The child receives a full package.
 - b) To a woman enrolled during her pregnancy, at the last pick-up day of her pregnancy but up to 6 weeks after the date the pregnancy ends, (delivery, abortion or miscarriage). Food package quantities must be tailored to cover only the six-week postpartum period unless recertified as a breastfeeding or non breastfeeding postpartum women.
 - c) To a breastfeeding woman on the pick-up day the project learns she has stopped breastfeeding and she is more than 6 months postpartum, or at the last



pick-up day before her infant turns one. Refer to Policy 4.13 Breastfeeding Dyad.

- d) The breastfeeding woman changes to a non-breastfeeding postpartum status if she has a risk of her own and she is less than 6 months postpartum. If she does not have a risk factor, give a partial package and schedule a certification appointment for her as a postpartum woman.
 - e) To a non-breastfeeding postpartum woman on the last pick-up day before six months from the actual delivery date. Issue a full package.
7. Drafts may not be issued to a participant with an assigned pick-up day on or after the following times.
- a) A child's fifth birthday
 - b) A pregnant woman reaches 6 weeks postpartum and has not been recertified
 - c) To a postpartum woman who is determined ineligible at the certification appointment (e.g., she is over income at a breastfeeding appointment). Even though she was determined ineligible before the end of the 6 week postpartum period, she is terminated from the program and is not issued a food package
 - d) After a non-breastfeeding postpartum woman reaches six months from the date the pregnancy ended (actual delivery date, miscarriage or abortion).
 - e) After a breastfeeding woman reaches one year from the actual delivery date
8. Issuing Drafts at Age/Status Changes. The participant status on the “first day to use” the drafts and the assigned food package must be consistent with each other.
- a) Infants and children must receive the food package that is appropriate for their age/status on the “first day to use” the drafts.
 - (1) Issue an infant food package to infants until they reach one year of age, when the status changes to a child. (Exceptions are first certifications and re-enrolls starting at 11 ½ months of age who are considered Status J’s and receive child packages.)
 - (2) If an infant's assigned pick-up day is within 10 days of his/her first birthday, they may be given the option of receiving a child's package with a first day to use which is on or after their birthday and be without food benefits for that waiting period.



- (a) In the Draft Print screen in DAISy, the first day to use for that package must be changed to the date of the first birthday or after that date.
 - (b) The status must be changed to J
- b) Women must be issued the food package that is appropriate for the status at the time of the draft pick-up. Determine the appropriate "first day to use" from Section B below. The status on the appropriate "first day to use" determines what food package is appropriate.
 - (1) Overview-A pregnant woman may receive the number of drafts that will provide food benefits for the postpartum period up to 6 weeks. Issue drafts that will provide food benefits until the next pick-up day that is closest to the expected delivery date by changing the interval to 1 or 2 month issuance.
 - (a) When she calls the project to announce the birth of the baby, schedule a certification or draft issuance appointment.
 - (b) Mail or issue the enhanced food package draft if exclusively breastfeeding and she has already received a prenatal food package with a first day to use that is within 30 days.

Example: If a woman was issued a full food package one day before she delivered, she should receive only a partial package (breastfeeding or non-breastfeeding postpartum food package) when she returns to draft issuance at 4 weeks after delivery. The partial package is the prorated portion for the remaining 2 weeks in the "up to 6 weeks postpartum" time period. If recertified at 4 weeks postpartum she could begin receiving full packages again.

Example: If a woman comes to a draft issuance at 2 weeks after the pregnancy ended, she should receive a full food package for the remaining 4 weeks.

- (2) A pregnant woman who is now a non breastfeeding postpartum woman and comes to draft issuance should receive a full non-breastfeeding postpartum food package until the certification appointment, but not longer than 6 weeks after delivery. The number of food packages issued should be tailored to the time between draft pick-up and the certification appointment.



- (3) A woman in pregnant (WIC) status, who has recently delivered and comes to draft issuance, should receive the appropriate breastfeeding food package draft until the certification appointment, but not longer than 6 weeks after delivery. The number of food packages issued should be tailored to the time between draft pick-up and the certification appointment. See Policy 4.13 Breastfeeding Dyad.
- (4) Participant status must be changed on the DAISy participant record at the first draft issuance after the change in the woman's status is known.
 - (a) Change any information, except the participant status, to the participant file. Complete this through the "change information" function of the Operations Menu.
 - (b) Change the status on the Print Drafts Screen. Issue drafts in the series, (refer to the food package table). The CPA will tailor the food package at the certification appointment.
 - (c) Other changes should be documented in the "Comments" areas until certification occurs.
- (5) A breastfeeding woman is now a non breastfeeding postpartum woman
 - (a) Change the status through the "change information" function of the Operations Menu. Risk criteria and priority must be reassessed to determine eligibility before drafts are issued.

B. DETERMINE THE FIRST DATE TO USE AND SELECT TYPE OF ISSUANCE

1. Initial certification: drafts are dated and issued when final eligibility is determined.
2. Regular pick-up: drafts are dated with the date of the scheduled pick-up day.
3. Late pick-up: the "first date to use" is the date of the regularly scheduled pick-up day. See policy 4.31 Late Draft Issuance. An exception is when an infant comes in late (at/after the first birthday) to receive a child's package. See A. 8. of this policy.
4. Changing the pick-up day: Manually enter the information into DAISy to issue a partial package up to the new pick-up day. Change the "first day to use" to print the remaining drafts. Issuance is approximately one food package per 30 days and



a partial package for approximately 2 weeks; or "full" and "half" in the DAISy screen.

5. Recertification:

a) If recertification occurs prior to an assigned pick-up date

(6) and drafts were issued for the current time period, date the drafts for the next scheduled pick-up day

(7) and drafts were not issued for the current time period (i.e., no show at last pick-up), the first day to use is the certification date.

b) If recertification occurs after the assigned pick-up date, the certification date is used.